

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]

[Date]

[Employer's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Employer's Name],

I am writing to express my interest in the [Job Title] position at [Company Name], as advertised on [where you found the job posting]. I am a recent graduate with a strong desire to gain experience in [industry/field], and I believe my [relevant skills, coursework, or experiences] make me a great fit for this role.

During my studies at [University/College Name], I developed key skills in [mention relevant skills or projects]. I am eager to contribute my enthusiasm, adaptability, and commitment to learning as a part of your team.

I am excited about the opportunity to work at [Company Name] and am confident that my background and dedication will allow me to make a meaningful contribution. Thank you for considering my application. I look forward to the possibility of discussing my qualifications further.

Sincerely,

[Your Name]